



*Division of Ports and Harbors Advisory Council  
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PORT ADVISORY COUNCIL MEETING MINUTES  
WEDNESDAY, SEPTEMBER 4, 2024 4:00 PM

PRESENT: Brad Cook, Chair  
Mike Donahue, Vice-Chair  
Erik Anderson – until 4:40 PM  
Chris Holt  
Chris Snow  
Jeff Gilbert – arrived at 4:15 PM  
Myles Greenway, Assistant Director, PDA-DPH  
Suzy Anzalone, Finance Director, PDA

1. CALL TO ORDER

The meeting was called to order at 4:05 PM.

2. APPROVE MINUTES

Donahue made a motion to approve the May 1, 2024 minutes, Anderson seconded. No discussion, a vote was taken, all members were in favor and the motion passed.

3. FINANCE REPORT

Part 1- The finance report for FY 24, period ending June 30, 2024, was included in the meeting packet. Finance Director Suzy Anzalone was present and explained the actual results for the year and how they compared to the budget. Discussion included dockage and wharfage revenue, fuel sale revenue vs fuel purchase numbers, wages and benefits, and buildings and facilities (which also includes wage transfers-in). Wage transfers occur because PDA funds cannot be used to support the Port Operations or co-mingled with Port funds due to FAA regulations so administrative expenses for PDA services are transferred to the Port once a year at year end, the amount to be transferred is figured on an average and are not budgeted because the budget is done at a consolidated level. A lengthy discussion ensued and among other things, included the process of putting the budget together for the PDA's review and approval, the budget variances, the approval of budgeting a loss, the actual financial results, possible fee structure and expense changes. Also noted that there are many items that fluctuate from year to year and will impact the revenues and expenses, like wharfage and dockage and storm damage. Discussion on the Port as a whole, as in some business units lose money, but it's made up for in other units, so should look at the Division as a whole. Discussion on the balance sheet, which shows \$1.4 million in cash and assets. Gilbert brought up the fact that one of the major roles of the Council is to act as a conduit of information between members of the public and various constituencies that they represent, the citizens of the State. That role as advocates and conduits puts the Council in a position to have a good understanding and a voice in changing services and changing costs for those services so that they can be helpful and supportive, when it makes

sense. In the end it was requested that the Port Advisory Council have more involvement in the budgeting process prior to it being published. The Council will be provided with the FY 2025 budget at their next meeting. Further discussion on funding for the Capital Improvement projects at the various facilities that are not going to be funded by the State.

Part 2- The Council was provided with a spreadsheet that compared actual finance numbers from FYE 2020-2024. Gilbert suggested it might be useful to have an overview analysis of why we made money on a cash-on-cash basis over the course of the previous year and why we lost money this past year. Further discussion on depreciation and capital improvements. Things are starting to catch up and needing repairs and replacement.

#### 4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

Holt reported on the May, June, July and August transit reports. The usual, bulk, liquid, asphalt, road salt.

#### 5. DIRECTOR'S REPORT

Greenway gave a facilities update:

- **Market St.** MAS finished up punch list and construction wharf project, just waiting on final administrative documents. Salt ship Columbia for Morton came in. The cruise lines came in 3 times, there were no issues on the river or tying up. Feedback from the city mentioned the buses are a bit to large to bring into the city. The heavy lift condenser and related cargo is gone.
- **PFP-Bracing** and decking project is ongoing with a couple of change orders in the works
- **Rye Harbor-** Rec pier fuel pumps are near completion, waiting on State inspection
- **Hampton Harbor** – sump for the gasoline tank failed, walk through with contractor and looking at spring of 25 for repairs. Sinkholes are being repaired on the seawall.
- **Rye and Hampton** Storm damage repair are on track to be reimbursed by FEMA to include personnel hours

Myles reported on the following items from past meeting:

- From the May 23, 2024 PDA Board meeting
  1. Reports:
    1. Piscataqua Maritime Commission, 2024 Sail Portsmouth Event, CGC “Eagle”
    2. New Charter Rights of Entry-Rye & Hampton
    3. Commercial Mooring Transfers
      - a. Ricker to Hutchinson
      - b. Collins to Perkins
      - c. Moge to Crawshaw
    4. PFP Bait Cooler Users, Right of Entry, final option
  2. Approvals:
    1. Star Island/ Shoals Marine Lab Right of Entry-Correction for price per foot amount

- From the June 3, 2024 PDA Port Committee meeting
  1. Agenda
  2. Draft Minutes
  
- From the June 13, 2024 PDA Board meeting
  1. Reports:
    1. American Cruise Line Right of Entry, Market St. Terminal
    2. Commercial Mooring Transfers
      - a. Elwell to Falzarano
      - b. Murphy to Desrosiers
      - c. MacDonald to Ribblett
    3. Commercial Mooring for Hire
      - a. Esther's Marina
  2. Approvals:
    1. Portsmouth Fish Pier-Replacement Building-Appledore Marine Proposal
    2. Rye Harbor Marine Facility
      - a. Revetment Work-Capital Improvement Budget
      - b. Retail Platform-Appledore Marine Proposal
    3. Mooring Permit Appeal, Wickson, Rye
  
- From the July 15 & July 22 Port Committee Meetings (PFP Building, Rye Retail Platform)
  1. Agenda
  2. Draft Minutes
  
- From the August 8, 2024 PDA Board meeting
  1. Reports:
    1. Biennial Report FYE 2022, 2023
    2. DPH Facility Report
    3. 30 Fathom Charters, Right of Entry, Hampton
  2. Approvals:
    1. Star Island Right of Entry
    2. Shoals Marine Lab Right of Entry
    3. Accept & Expend ARPA Funds, Hampton/Seabrook Feasibility Study
    4. Second Nature Pit Invoices-FEMA reimbursement eligible

Following the end of Greenway's report, discussion ensued on the fish pier building- the construction estimate is at \$1.3 million. Myles attended the Aug 30 Governor and Council meeting, where the Division asked for an extension of the ARPA funding date. The item was tabled due to controversy with one of the projects. The PFP and Rye projects were bundled together so this impacts both projects. The plan is to go back to G & C at their next meeting on 9/25. There was discussion on possible outcomes should the extension not be approved, no one seems to know exactly what will happen if the date is not extended. Cook described a conversation he had with Councilor Stevens about this. Gilbert spoke about a scathing commentary in the Rye newsletter about the retail platform project. Snow has also had conversations with Councilor Stevens and described his interpretation of her intentions. The general consensus is that the Councilor is working hard so the funds are not lost, mainly for the

PFP Building project. The PAC Council has brought forth their, and the public, concerns about the platform project several times with the Port Committee and PDA, mainly regarding the impact it will have to the existing limited parking, boat storage etc. Discussion on why the projects were bundled into one request, it was per the direction of the PDA Board. Either way, there appears to be no support for the retail platform amongst the users of the facility, the residents of Rye, the Rye Selectboard, and other stakeholders. Cook stated that Rye Harbor has finally arrived at a successful parking program that is working, and there is a peaceful coexistence going on. Also the area they are planning to use for the platform is the prime location for winter boat storage for the larger commercial vessels. Donahue showed a graphic of the existing facility and pointed out the boat launch area in relation to the proposed platform location, and that the boat launch area is also in need of repair work and upgrades. After several more minutes of discussion, Donahue made a motion to “recommend to the Pease Development Authority that the PFP Replacement Building Project, with ARPA and any other funding available, be made a priority of the Division of Ports and Harbors and the Pease Development Authority” Snow seconded the motion, a vote was taken and all members present voted to unanimously pass the motion.

6. NEW BUSINESS-

No new business

7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue reported that the Gulf of Maine offshore wind research area has been approved by BOEM and handed out a graphic showing the 15,000 acres available to plan for up to 12 test floating turbines for research purposes. They have 5 years to get everything up and running, and after that the lease could run for up to 25 years. Donahue reported that heard from the former PAC chair that Senators Watters and Kwoka were at a meeting and reported that NH DOT is in the process of doing another cost comparison for the Wentworth Bascule Bridge replacement project, per request of the Coast Guard. What this will mean for the future of a fixed bridge or a lift bridge still remains to be seen, but it is a good indication that the advocacy that the people engaged in had an impact on the final decision. It appears that the prior cost comparison did not take planning for sea level rise into account. Discussion turned to the Hampton/Seabrook Bridge replacement and how it will impact road traffic.

- Dredging- Holt reported there is a dredge meeting at the end of this month. The rock in the turning basin may be discussed. Holt further reported that navigation wise, we should start the process for another dredging project down at Fort Point off New Castle light that has a shoal that reaches out to the range lines which is impacting the ship traffic routes. Holt also mentioned there is a spot that has trees blocking a view in the Kittery Point Ranges so they will be raising the range lights about 20’ rather than pruning the trees in that particular section.

- Fisheries- Anderson not present, no report

- Government- McQuillen not present, no report

- Moorings- Snow present but had no report
  - PDA- Cook reported on the 2025 PDA Board meeting schedule and plans to continue to attend these meetings and the Port Committee meetings.
  - Recreational Piers- Ward not present, no report
8. OLD BUSINESS
  9. PUBLIC COMMENT

Anzalone asked about where the funding comes from for dredging projects. Typically, dredging projects are funded by the State and the Army Corp, depending on where they are.

10. PRESS QUESTIONS

No Press present.

11. ADJOURNMENT

Holt made a motion to adjourn the meeting, Snow seconded and the meeting adjourned at 5:45 PM.